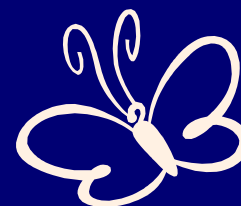


## Boise State University Association of Office Professionals

## Keynoter

MARCH, 2005 SPRING EDITION

EXECUTIVE BOARD  
2004-2005**President**

Terri Shafer  
Dept of Sociology 426-3406  
[tshafer@boisestate.edu](mailto:tshafer@boisestate.edu)

**President-Elect**

Suzan Raney  
Criminal Justice Dept 426-4114  
[sraney@boisestate.edu](mailto:sraney@boisestate.edu)

**Vice President**

Leslie Black  
Center for Health Policy 426-5776  
[lblack@boisestate.edu](mailto:lblack@boisestate.edu)

**Past President**

Guen Johnson  
History Dept 426-1350  
[gjohnson@boisestate.edu](mailto:gjohnson@boisestate.edu)

**Secretary**

Coleen Dudley  
College of Health Studies 426-3383  
[cdudley@boisestate.edu](mailto:cdudley@boisestate.edu)

**Treasurer**

Sue Crichton  
College of Health Studies 426-1996  
[scricht@boisestate.edu](mailto:scricht@boisestate.edu)

## REPRESENTATIVES

**Area I**

Debbie Porter  
Campus Parking 426-4241  
[debbieporter@boisestate.edu](mailto:debbieporter@boisestate.edu)

**Area II**

Debby Flores  
ASBSU 426-1440  
[dflores@boisestate.edu](mailto:dflores@boisestate.edu)

**Area III**

Linda Kay Allen  
Honors College 426-1208  
[lkallen@boisestate.edu](mailto:lkallen@boisestate.edu)

**Area IV**

Linda Hamson  
SUB Student Involvement 426-1551  
[lhanson@boisestate.edu](mailto:lhanson@boisestate.edu)

**Area V**

Coleen Dudley  
College of Health Studies 426-3383  
[cdudley@boisestate.edu](mailto:cdudley@boisestate.edu)

**Area VI**

Guen Johnson  
History Dept 426-1350  
[gjohnson@boisestate.edu](mailto:gjohnson@boisestate.edu)

**Area VII**

Ona Law  
College of Education 426-1611  
[olaw@boisestate.edu](mailto:olaw@boisestate.edu)

## ADMIN. ADVISOR

Lisa McClain 426-1985  
Director of Gender Studies  
History Department Faculty  
[lmcclain@boisestate.edu](mailto:lmcclain@boisestate.edu)

## President's Address

Terri Shafer

With the arrival of spring comes the end of another season and the promise of new beginnings. It is at this time of year I am most often reminded of the butterfly and our theme for the year, "We don't know who we are, until we see what we can do."



During the long winter months, the caterpillar has been resting inside her cozy little cocoon, without any clue as to what she is becoming. Then

that fateful spring day, she wakes up and stretches what used to be her many legs, and finds these beautiful wings in their place. She doesn't fully understand what has happened to her, she just knows that she is different.

Her metamorphosis is not only an outside change, but an inward one as well. She has become more aware of herself as an individual. She is able to recognize talents and strengths within herself that she has never seen before. As she explores these new areas and interests, she also sees her environment in a whole new light, and is excited by the endless possibilities that await her.

I think we, as Educational Office Professionals, are often like the butterfly, which is metamorphosized into someone we never realized we could be. Whether it is newly acquired duties, working on a committee, serving on a board, or community service, we are given many opportunities to spread our wings and grow. Many times we fail to see these opportunities as gifts, and instead tend to view them as obstacles or burdens. When we change our thinking and can truly value these opportunities, we not only become better Office Professionals, but better individuals.

(Continued on Page 2)

## Program Committee Leslie Black

January brought a new year and with it Melissa Wintrow from the Women's Center. Melissa gave us some great pointers on how to open our minds to creativity.

The focus of February's meeting was on depression and how to look through disguises to see the real pain that students, co-workers, family members, or even ourselves suffer from. Carol Pangburn, M.Ed, Counselor, identified several different types of depression, the common masks people wear to hide them, and the help that is available on campus.

Since March is Women's History Month, we invited Dr. Lisa McClain, Director of Gender Studies at Boise State, to help show how women's fashion has historically been used to control women's behavior. Lisa had a PowerPoint presentation that showed various atrocities used in fashion that dictated the level of activity a woman could pursue.

This was followed by BSUAOP members modeling clothes worn through the decades.

Don't miss April's meeting on "How big is your world? Preventing Cultural Conflict Through Understanding." Dr. Huei-Hsia Wu, Sociology Dept. will show us how recognizing and appreciating other cultures are essential to success in today's environment but also enlightening to our own culture and rituals.

Mark May 3<sup>rd</sup> on your calendars. In appreciation of our bosses, "Fear Factor – Bronco Style!" is the theme of Bosses' Brunch this year. This is a fun and participatory event to which the entire campus is invited to attend. The committee is hard at work to make this even more fun than last year's "The Weakest (Link) Broncos style!"

To end our academic year, May 10<sup>th</sup> is the Installation Luncheon of new officers. Come see the new and familiar faces that will lead our organization starting in September, 2005.

## Communication Skills at Work

Since good communication skills are vital in our everyday lives, both at work and at home, I have been asked to write an article on the subject. After perusing many articles online, I especially liked the one below:

According to Janet R. Pedersen, "TAKING THINGS PERSONALLY IS AT THE VERY HEART OF EVERY UPSET YOU HAVE EVER HAD! People have unique ways of communicating, given their background culture, temperament, genetic makeup, life experience, and grasp of the language. And most people are so insular in thinking the world is all about them, that they are unknowingly communicating into a vacuum, so their communication is ineffective.... True freedom in life, and true effectiveness in

communication result from looking at life the way it is, evaluating what comes your way with as much perspective as you can muster, and making choices based on that perspective..."



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*Contributed by Suzan Raney, President-Elect*

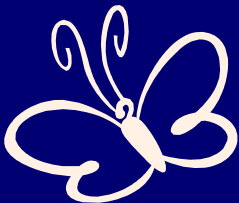
### Cont. from President's Address (p. 1)

As your President this year, it was my desire that our organization would embrace the many opportunities that we are presented with and through them we would see what we could do when we put our minds to it. I can honestly say that I have been amazed, impressed, and humbled by the loyalty, compassion, and dedication that our board, committees, and members have shown throughout the year.

It has been my privilege and honor to represent the office professionals at Boise State for the past two years as President of this inspiring organization. Thank you for helping me change from a fuzzy caterpillar into a beautiful butterfly. I look forward to representing you at our state and national conferences and to remaining an active part in this organization. You have truly made me a better individual because of all that you do.

*"Write the bad things that  
are done to you in the sand,  
but write the good things that  
happen to you on a piece of  
marble."*

*- Arabic Parable*



### 2005-2006 Nominations & Elections *Guen Johnson, PALS President*

Candidates for BSUAOP's 2005-2006 officers are:

President: Suzan Raney  
President-elect: Leslie Black  
Vice President: Deborah Flores  
Secretary: Audra Overton  
Treasurer: Sue Crichton  
Area 1: Debbie (McVey) Porter  
Area 3: Misty Wynn  
Area 5: Coleen Dudley  
Area 7: Ona Law

Ballots will be mailed by March 15th, and counted on April 1, 2005

## NAEOP

The Mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship.

**PSP  
Deadline  
May 15th**

Soar to Success  
Spring Institute, April 7-9, 2005  
Minneapolis, Minnesota

Registration and Membership  
Information  
[www.naeop.org](http://www.naeop.org)

### The Spirit Soars

Annual Conference, July 11-15, 2005  
Tucson, AZ

# PSP - Professional Standards Program

## Marian Graham, PSP coordinator

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the professions. NAEOP provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Successful completion of the approved program qualifies the member for one or more of the Professional Standards Program certificates. Each certificate is based on requirements in three areas: education, experience, and professional activity.

Contact me, or visit [www.naeop.org/psp](http://www.naeop.org/psp) for more information.

## Beth Collier, Historian

If you're working on your PSP and just can't remember the date you worked on a certain committee or were an officer or committee chair, email me and I'll try to find it in the past yearbooks and send you a copy.

Be specific, please...looking through 20 years of yearbooks causes me to laugh myself silly and can be hazardous to my sanity!

If you want unflattering pictures destroyed, though, it'll cost you!

*"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."*

*Michael Jordan*

## 2nd Annual Book Sale

### Ways and Means Committee, Valencia Garrett, Chair

Mark your calendars! BSU Association of Office Professionals 2<sup>nd</sup> Annual Book Sale is scheduled for Wednesday, April 27. You won't want to pass these deals up.

If you have books and/or

videos that you would like to donate give Valencia a call at 426-1368.

Also, we have Krispy Kreme partnership cards for sale. They are \$10 each. With these cards you will receive

one dozen original glazed doughnuts FREE with purchase of any dozen at regular price. Good at any Krispy Kreme store in the United States. (Not accepted at off-site locations; i.e., Albertson's, Jackson's, etc.)

## Scholarships

### Martha Plascencia, Chair

All BSUAOP Members who would like to attend workshops, conferences and courses related to advancing or affirming training or skills in your educational office positions can do so by submitting a scholarship application at [www.boisestate.edu/bsuaop/forms.htm/](http://www.boisestate.edu/bsuaop/forms.htm/)

## Membership

### Julie Gerrard, Chair

As of February 28, we have thirty-five people who are new members, forty-two renewing members and seven honorary members for a total of eighty-four members. This is a decrease in membership from last year.

Again this year, those who signed up for Professional Development Day automatically became members of BSUAOP. Those people who were members last year and did not attend Professional Development Day received a reminder no-

tice to renew their membership. Fourteen people responded to the reminder. Three people have joined as new members since Professional Development Day.

If you are interested in joining BSUAOP, please fill out the membership information available on the BSUAOP website (<http://www.boisestate.edu/bsuaop/>) or contact Julie Gerrard at 426-4978 or [jgerrard@boisestate.edu](mailto:jgerrard@boisestate.edu)

*"We don't know who we are, until we see what we can do"*



Editor: Misty Wynn  
President: Terri Shafer  
1910 University Drive  
Boise, ID 83725-1955

Phone: 208.426.3407

Fax: 208.426.4371

E-mail: [mwynn@boisestate.edu](mailto:mwynn@boisestate.edu)

The purpose of BSUAOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.



The purpose of IAEOP (Idaho Association of Educational Office Professionals (IAEOP) is to promote the advancement of education by improving the quality of service provided by educational office professionals within the State to institutions of learning and the profession.

## IAEOP

*Annual dues for IAEOP are \$20. Active members currently employed as office professionals in an education system or organization related to education may vote on all matters before IAEOP, serve on committees, and may hold office.*

for membership information [www.idahoaeop.org](http://www.idahoaeop.org)

### 2005 Annual Spring Conference

*"Together Everyone Achieves More"*

April 22-23rd Boise, Idaho

Registration available at [www.idahoaeop.org](http://www.idahoaeop.org)

## Come to Conference!

Guen Johnson, IAEOP Publicity Chair 2004-2005

"Identity Fraud" is just one of the workshops being offered at Idaho Association of Educational Office Professionals' Annual Spring Conference. The event takes place Friday and Saturday, April 22 & 23 at the Airport Holiday Inn in Boise. Other workshops deal with creativity, personal integrity, mentoring, and more. "Committed to the Purpose" is the keynote address by Jen Warden, Friday's opening speaker; and "Tools for Expanding Your Horizons in Chaotic Times" will be presented by Saturday's keynote speaker, Vincent Kituku. Concurrent workshop sessions will be offered both days, with an awards banquet on Friday night. Motel reservations are needed by Friday, March 25th. (Be sure and rent a room when you come to conference, even if you live in Boise! It is so nice not to have to worry about driving back and forth). Check with your local association for scholarship opportunities!

For conference information and registration go to:  
[www.idahoaeop.org](http://www.idahoaeop.org)

## March 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Women's History Month	9	10	11 Payday	12
13	14	15	16	17 St. Patrick's Day	18	19
20	21	22	23	24	25	26
Spring Break Week						Payday
27	28	29 BSUAOP Board Meeting	30	31		

## April 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 Daylight Savings	4	5	6	7	8	9
				NAEOP Spring Institute 4/6—4/9		
10	11	12 BSUAOP Luncheon	13	14	15 IAEOP ballots Due	16
17	18	19	20	21	22	23
				IAEOP Spring Conference 4/21-4/23		
24	25	26 BSUAOP Board Meeting	27	28	29	30



## May 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Bosses' Brunch	4	5	6 Payday	7
8 Mother's Day	9 Finals Week	10 BSUAOP Installation Luncheon	11	12 Fee deadline for summer	13	14
15 PSP Apps due to NAEOP	16 Classes Begin 1st 3 wk & 1st 8 wk	17	18	19	20 Payday	21
22	23	24 BSUAOP Board Meeting	25	26	27	28
29	30 Memorial Day Boise State Closed	31				

## June 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Payday	4
5 1st 3 wk ends	6 Classes begin 1st 5 wk	7	8	9	10	11
12	13	14 Flag Day	15	16	17 Payday	18
19 Father's Day	20	21 1st day of Summer	22	23	24	25
26	27	28	29	30		